

## Chapter 2: Accessing FASSUB

### Accessing FASSUB

Industry users access the Financial Assessment Subsystem – Multifamily Housing (FASSUB) through the Internet. However, if a user does not possess specific permissions for FASSUB, their ability to submit data is denied.


#### To access FASSUB:

1. Double-click on the browser (e.g., Netscape) icon. An Internet screen displays.

3.2. Under the toolbar, click in the *Location* field near the top of your screen. The URL (Web location) is highlighted.

5.3. Type the following URL address: **www.hud.gov/offices/reac/index.cfm** and press the Enter key. The **Real Estate Assessment Center** home page displays.

4. Click on the online systems link. The **Online Systems** screen displays.

5. Click on the  button. The **Username and Password Required** window pops up.

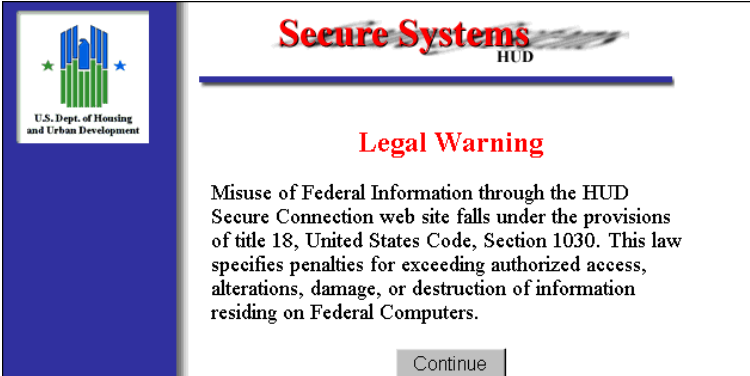


A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. It contains the text "Enter username for Enterprise Server at hudapps.hud.gov:". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

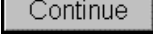
6. Enter your 6-character HUD Secure System User ID in the *User Name* field. (Example: M12345)
7. Tab to the next field and enter your 6-character password in the *Password* Field.

**NOTE:** The password is case sensitive, therefore, you must enter it exactly as you requested it on the registration form.

8. Click on the  button. The **Legal Warning** screen displays.

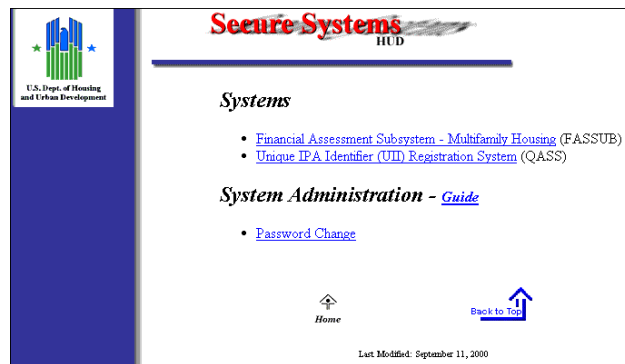


A screen titled "Secure Systems HUD" with a blue header bar. On the left is a logo for the U.S. Dept. of Housing and Urban Development. The main content area has a red "Legal Warning" heading. Below the heading is a paragraph of text: "Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers." At the bottom right is a "Continue" button.


9. Click on the  button.  
The **Secure Systems** screen displays.
10. Click on the Financial Assessment Subsystem - Multifamily Housing (FASSUB) link to enter the system.

**The Financial Assessment Subsystem – Multifamily Housing (FASSUB) Announcements screen**

displays. This screen provides important information related to the system and is updated as necessary.



Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Financial Assessment Subsystem (FASSUB) Announcements

- [February 22, 2002 - NOTICE: The Financial Assessment Subsystem - Submission \(FASSUB\) has released a software update.](#)
- [March 6, 2001 - System Updated for Microsoft Internet Explorer/Netscape 6 Issues](#)
- [June 21, 2000 - E-mail Address and Compliance Conditions Communications](#)

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**Software update of Financial Assessment Subsystem (FASSUB) on February 22, 2002.**

- In this release, accounts were added, modified or removed to better accommodate the reporting requirements that have been identified during the third year of the system.
- All submissions that were pending will require data entry of the new accounts (if applicable) and re-validation of the statement(s). This includes:
  - Those statements (for all fiscal years) that were started prior to the release but were not submitted to HUD.
  - Resubmissions of prior statements that were started prior to the release but were not submitted to HUD.
  - Audited statements that were CPA Approved, CPA Disapproved or were in CPA Review and not submitted to HUD. These statements will require being sent through the CPA Certification process again.
- Please see the updated User Guide for detailed information on system modifications and new account information.

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**System Updated for Microsoft Internet Explorer/Netscape 6 Issues**

There has been a system update that has handled some of the issues that occur in FAASSUB while using Microsoft Internet Explorer or Netscape 6 as the browser. However, this software is designed to support the following browser versions: Netscape 3.0 - 4.76 and Internet Explorer 5.0. Other browsers may not be compatible with this software. Please see the updated User Guide for detailed information on system modifications.


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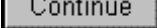
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**E-mail Address and Compliance Conditions Communications**


Secure Connection System Coordinators for project owners should assure that a current working e-mail address is in the system to enable HUD's Real Estate Assessment Center (REAC) to electronically communicate with them, via the Internet. From the System Administration section of Secure Connection, the coordinator can select the User ID Maintenance and Maintain User Information options to verify their current e-mail address on file in the system, and make any necessary corrections. This e-mail address will be used to communicate the results of HUD's initial assessment of the annual financial statement information for indications of any program compliance deficiency conditions. To the extent there are auditor compliance findings or other indications of possible compliance deficiencies in the submitted data, the coordinator will be sent an e-mail conditions notice on behalf of the project owner, as the first step in a compliance deficiency resolution process. The project owner is to respond to their assigned HUD project manager on any outstanding compliance conditions within 30 days of the e-mail notice, providing evidence of corrective actions taken or planned, or the basis of any disagreements. If there are no compliance deficiency conditions evidenced in the submission, the coordinator will be sent a no conditions e-mail notice on behalf of the project owner.

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11. Scroll to the bottom of the screen and click on the  button. The first screen in FAASSUB, **Select An Option**, displays.

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Select An Option

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

## FASSUB Screen Links


[FASSUB Main Menu](#)  
[<REAC Financial Assessment for FHA/MF Housing>](#)  
[Comments or Questions <REAC Technical Assistance Center>](#)

Located at the bottom of every screen in the Financial Assessment Subsystem - Multifamily Housing (FASSUB), are three links: [FASSUB Main Menu](#), [REAC Financial Assessment for FHA/MF Housing](#), and [REAC Technical Assistance Center](#).

The [FASSUB Main Menu](#) link returns the user to the **Select An Option** screen, the first screen in the FAASSUB system. The functionality of this screen is detailed in the *Create New AFS Data Submission* chapter.

The [REAC Technical Assistance Center](#) link allows users to contact the Technical Assistance Center (TAC) and submit a form addressing their questions or concerns regarding FAASSUB.

***To contact the Technical Assistance Center:***

1. Click on the REAC Technical Assistance Center link. The **Contact Us Financial Assessment - Multifamily** page displays.
2. Click on the  button, and the **REAC Customer Service Center Submission** form displays.
3. Fill in the mandatory fields indicated with an asterisk (\*), and any other fields that are pertinent to your question or comment.

8.4. Click on the  button.

In addition to emailing REAC's Technical Assistance Center, industry users can contact TAC with questions or comments Monday through Friday 7:00 a.m. to 8:30 p.m., Eastern Standard Time. Several lines of communication to the help staff are available, including telephone and Internet access. The phone number for TAC is **1-888-245-4860**, and the Internet address is: **[www.hud.gov/offices/reac/index.cfm](http://www.hud.gov/offices/reac/index.cfm)**.

The [REAC Financial Assessment for FHA/MF Housing](#) link returns the user to the **Real Estate Assessment Center (REAC)** home page. This page features topics on What's New and Highlights at REAC relating to information that is newsworthy for HUD's customers and business partners. This page features the necessary links to access HUD's subsystems (FASS – MF, PASS, RASS, MASS, etc.), documentation (Industry User Guide and other guidelines), including Frequently Asked Questions (Q&As for common problems).

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)

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**real estate assessment center (reac)**

features

REAC has completed the survey for fiscal year end periods up to and including 09/30/01. We are currently preparing to begin the process for 12/31/01 and future cycles. Please ensure that your addresses are up to date in the PIH Information Center (PIC) System, and approved by your Field Office.

**[PHAS EFFECTIVE FOR SEPTEMBER 30, 2001 PHAS.](#)**

**[PHAS notice extending advisory scores. See Federal Register Notice dated May 30, 2001](#)**


highlights

- ▶ Please join HUD's Real Estate Assessment Center (REAC) Multi-family (MF) staff members in celebrating the receipt and assessment of 50,000 electronically submitted financial statements. [Read more.](#)
- ▶ Released on March 1, 2001! Conferees Report on PHAS - Physical Inspection System. [See report](#)
- ▶ Released on March 28, 2001!-- A simplified Explanation for the Scoring of Physical Inspections. [View Report](#)

what's hot!

- ▶ **IMPORTANT!! Mailing Instructions for all correspondence relating to Multifamily Financial Assessments.** In an effort to improve customer service and to expedite all incoming correspondence, the Multifamily Housing Division has requested that the following documentation and correspondence be directed to your local HUD field offices.
  - ▶ Corrective Actions to Audit Findings from the FASS-Subsystem
- ▶ LASS (Lender Assessment SubSystem) [Learn More!](#)

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